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ABSTRACT

One of 10 publications from a long-range vocational education planning project, this bibliography presents major sources and publications providing information on vocational education planning. It contains sources from literature on vocational education, urban planning, labor market planning, and management. The bibliography contains three sections: Annotated listings of the sources considered most useful to vocational educators, a longer listing of sources (alphabetical by author), and a key word index. (BL)

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PLANNING FOR VOCATIONAL EDUCATION: A SELECTED BIBLIOGRAPHY

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PLANNING FOR VOCATIONAL EDUCATION: A SELECTED BIBLIOGRAPHY

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ACKNOWLEDGMENT

The preparation of this report was a team effort of the staff of the Long-Range Vocational Education Planning Project of the Middle Cities Education Association. References and annotations included herein were supplied by all members of the staff as a secondary part of their research effort. Everyone offered ideas for the organization of the document and synthesized those ideas at regular staff meetings before presenting them to the individuals principally responsible for the completion of the report. The various authors and their more specific responsibilities are listed below.

Donald Hanna is a member of the faculty of the College of Engineering at Michigan State University. His background includes several years of teaching and administration in secondary and continuing education in both domestic and foreign settings. Mr. Hanna was responsible for much of the initial organization of the bibliography. Paul Stuhmer is currently a research associate on the Education-Employment Policy Project of the College of Education and a graduate student in the School of Urban Planning and Landscape Architecture at Michigan State University. He has worked as a systems expert for the U.S. Air Force. David Unnewehr is currently a research associate with the Education-Employment Policy Project of the College of Education and a graduate student of the School of Urban Planning and Landscape Architecture. He is also the editor of the Michigan School Business Officials Newsletter and the Special Programs bulletin of the College

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Other members of the project team who played important roles in the formulation of all aspects of the project include the following: Paul J. Kriz, Ph.D., and Albert Lynd, Ph.D. played important research roles in the areas of finance and personnel respectively. John R. Martin, Clifford Jump, Ph.D. and Milton Miller acted as field interns to the project and focused on the study of curriculum and facilities planning. Stephany Tornatzky, a graduate research assistant with background in

education and organizational communications, concentrated on the community input to vocational planning. Judy K. Pfaff, research assistant specializing in systems science, mathematics and educational psychology, was a computer programming specialist for the project. Thomas E. Johnston, a research assistant with a background in labor relations, economics and social science and supervisory experience in industry, focused on the concerns of the unemployed and underemployed. Jeffrey Crause, a graduate student in the School of Urban Planning studied the geography of labor markets for the project. Richard Featherstone, Ph.D. was a faculty consultant to the project and focused on the training of vocational planners.

An important component of the success of all aspects of the project was the competent management of clerical work, bookkeeping and office administration by Mary Guile.

INTRODUCTION

This bibliography for long-range vocational education planning was initiated in order to put together in a systematic format the variety of sources related to vocational education and long-range planning. As a result, it includes not only references for vocational education, but also sources on urban planning, labor market information and management. The bibliography does not include comprehensive listings for any one field; rather, it presents a sampling of relevant and significant materials from fields that are likely to be of interest to the vocational education planner.

The bibliography is organized into two sections. The first presents a larger selection of material listed alphabetically by author. The second section is a smaller annotated listing. This is listed both alphabetically and around specific categories selected as being of particular value to vocational education planners. These categories are identified by KEY WORDS, which are listed alphabetically.

Each annotation is included within at least one of these specific categories. Those sources which overlap between categories have multiple listings.

Because of the overlapping, interdisciplinary nature of many of the sources contained within this bibliography, many arbitrary assignments were made with respect to key words. The final product is one which hopefully will minimize errors in our judgement.

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169. Uthe, Elaine, The Cooperative Vocational Program. Volumes 1 and 2, East Lansing, Michigan State University, 1972.

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171. Wall, James E., Impact of Vocational Education and Manpower Training on Target Populations: Ethnic Groups, the Disadvantaged,Handicapped, Unemployed, and Unemployable Adults. Flagstaff, Arizona, Project Baseline. Northern Arizona University, 1974.

172. Walsh, John P. "Quality, Preparation, and Competencies of Trade and Industrial Teachers." Research in Industrial Education. Washington, D.C.: U.S. Department of Health, Education and Welfare, 1961.

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174. Wasil, Raymond A. "Placement Services: The Common Denominator for Educational Fragmentation." American Vocational Journal, February, 1976.

175. Williams, J. Earl. "Research Implications of Vocational Education." Contemporary Concepts in Vocational Education. Washington, D.C.: The American Vocational Association, 1971.

176. Worthington, Robert M., Career Education in the United States Today: What It Is, Where, and the Results So Far. Flagstaff, Arizona, Project Baseline, Northern Arizona University, 1974.

ANNOTATED LISTINGS

Akron-Summit County Public Schools. Data Processing Techniques for Job Placement and Guidance. Akron, Ohio, p. 37.

This publication was developed to aid job placement and career development staff. Originally the project was funded only for the disadvantaged but techniques developed can be adapted to serve all youth. Equipment was rented from IBM. Sample forms and instruction sheets are included in the Manual. Procedures are described and illustrative examples are given.

PLACEMENT
GUIDANCE
DATA PROCESSING

Allen, Thomas R. Cooperative Vocational Education Coordinator's Handbook. Huntington, West Virginia: Marshall University, 1974.

The author provides information that would be helpful to a coordination of vocational education. Related information is provided in hopes of facilitating the capabilities of the student to adjust and advance in a career. It attempts to identify for the coordinator specific skills for an occupation; occupational adjustment capabilities; and career development capabilities.

TEACHING REQUIREMENTS

Allen, Thomas R. Job Placement Coordinator's Handbook. Department of Vocational-Technical Education, Marshall University, Huntington, West Virginia, 1972, p. 54.

This handbook describes the role of the job placement coordinator in the vocational-technical school and his responsibilities to students, administration, community, and himself. A typical job application form and tips for the job interview are included along with sample student questionnaires, follow-up forms and business survey forms.

PLACEMENT

Anderson, Grady L. and Riordan, Richard J. Georgia Guidebook Job Placement Services. Georgia State University, 1971, p. 60.

This publication was prepared under a grant from the Division of Vocational Education, Georgia State Department of Education. It is based on the assumption that job placement is a key service in any school and that the follow-up data will contribute to future decisions concerning job placement facilities, programs, policies, and budgets as well as to decisions concerning overall instructional programs and procedures. The document includes detailed recommendations for the job placement coordinator concerning: organization of the placement service; job development, student (or other client) assessment procedures; group counseling procedures; follow-up evaluation, and research. Additional source material is given in several appendices.

PLACEMENT

Applegate, William K. Competencies for Developing Occupational Teachers, Carbondale: Southern Illinois University, 1972.

A report addressing the problems of upgrading the quality of vocational education teachers. Areas of concern were: teacher requirements; pre-service and in-service training. These areas are concerned with the recruitment, selection and certification of vocational education teachers and includes role of state, federal, local and accreditation agencies. Pre-service topic center of vocational education teacher education; and the in-service deals with area of continuing education for the employed teacher.

CROSS TRAINING
TEACHING REQUIREMENTS

Arnow, Philip. "Bridging the Gap From School to Work," Occupational Outlook Quarterly, Vol. 12, No. 4, 1968, p. 28-31.

This article deals with the relationship between the high unemployment rate among youth and the present system of school-work transition. The author identifies and explores questions bearing on this relationship, including the inability of the economy to absorb graduating students because of a lack of low-skilled jobs, employers' attitudes toward hiring inexperienced youth, and the relation between educational preparation and later work experience.

UNEMPLOYMENT
LABOR FORCE ENTRY
PLACEMENT

Barlow, Melvin L. (Ed) Vocational Education: Sixty-Fourth Yearbook of the National Society for the Study of Education. Vol. 64, Part I, Chicago: NSSE, 1965.

This compendium of papers by specialists in vocational education provides a comprehensive treatment of the field. Chapter covers a wide variety of topics, including recent social and economic trends, the technological context, vocational education in the secondary school and beyond, impact of federal and state legislation, and the vocational curriculum. Further papers discuss organization, administration and finance, responsibilities of nonpublic agencies, and research in the field.

ADMINISTRATION

Bequer, John, "Relationships Between Educational Objectives and Educational Costs Volume I and II," Dissertation - University of Michigan, 1973, p. 1-179.

This definition of how educational costs can be converted to a system of goal and objective analysis is very innovative. It shows that the system can work and provides formulas for consideration.

FINANCE

Belitsky, A. Harvey. Private Vocational Schools and Their Students: Limited Objectives, Unlimited Opportunities. Cambridge, Massachusetts, Schemkman, 1969.

The author presents an overview of that frequently ignored segment of education - the proprietary vocational school. He discusses the social role of the school, its operation and personnel, and characteristics of its students. Data were based on a 40% return to a questionnaire sent to some 2,400 institutions. The author recommends that public schools undertake joint ventures with private vocational schools, and that proprietary institutions upgrade their programs and initiate voluntary accreditation.

PRIVATE VOCATIONAL TRAINING

Blau, Peter M., and Duncan, Otis Dudley. The American Occupational Structure. New York: John Wiley, 1967.

This volume presents an analysis of the American occupational structure and the factors that influence social mobility. It is assumed that "the hierarchy of prestige strata and the hierarchy of economic classes have their roots in the occupational structure." The study is based on a body of empirical data collected from a representative sample of over 20,000 American males between the ages of 20 and 64. The authors do not attempt to build a general theory of stratification; however, they do seek to place their research findings into a theoretical framework and suggest theoretical interpretations. The book provides a useful overview of the working world and complements the theoretical work in career development undertaken primarily by psychologists in the guidance context.

COUNSELING

OCCUPATIONAL STRUCTURE

Bolles, Richard Nelson. What Color is Your Parachute? Berkeley: Ten Speed Press, 1972.

An excellent manual for students to use in planning future careers and interests. Bolles introduces many old and some new techniques for finding a job. The manual will be of assistance, particularly to counselors assisting students in making career choices and finding satisfying jobs.

STUDENT INTEREST
PLACEMENT
COUNSELING

Brandon, George L. "Vocational and Technical Education," in Robert L. Ebel (Ed) Encyclopedia of Educational Research (4th Ed.) New York: Macmillan, 1969.

This article provides a concise summary of the research dealing with vocational education, and an outline of major trends and influences in the field. Specific sections discuss the changing nature of vocational education, with special emphasis on technicians and their changing roles and competition in the vocational market. Further sections describe the current status of work in vocational research centers supported by private and federal sources. This article includes a fairly extensive bibliography.

ADMINISTRATION
OCCUPATIONAL STRUCTURE

Buckingham, Lillian. "Job Placement as a School Program," American Vocational Journal, XLVII (March 1972), p. 63-64.

The author describes an ongoing job placement program in the Baltimore Public Schools which dates back to 1928 and has placed since then 70,000 students in full-time jobs, 60,000 in part-time jobs and 40,000 in temporary or summer jobs. Since 1967 it has incorporated various work-study programs as well as cooperative on-the-job training programs. The staff includes 46 trained professionals based in the central office and in each of 14 comprehensive high schools, two vocation-technical high schools, four special education centers, one adult center and one school for teenage mothers. The Placement Service cooperates with the city's Social Service Department, with employers, as well as with the schools. There is a follow-up program for each student at the end of the first three months and again at the end of the year.

PLACEMENT

Buckingham, Lillian and Lee, Arthur M. Placement and Follow-Up in Career Education. North Carolina State University at Raleigh, 1973, p. 39.

This monograph states that the current literature on systematic job placement and follow-up of students is meager and far from satisfactory. They suggest a model based on their own experience and on that of their acquaintances who have pioneered in the field. They consider that the acid test of career education is the preparation of students for careers and the successful placement of each student on the next rung of a career ladder. A rationale is developed and detailed suggestions given for implementation procedures which reflect their own experiences.

PLACEMENT
CAREER DEVELOPMENT

Bureau of Labor Statistics, "Matching Occupational Classifications to Vocational Education Program Codes," Tomorrow's Manpower Needs, Supplement 3, U.S. Dept. of Labor, 1975.

Handbook and Tables for matching job titles as used in the 1970 Census and the Dept. of Labor Dictionary of Occupational Titles to the U.S. Office of Educational Vocational Education Program Code. Also contains explanatory notes on the uses and limitations of the tables and application to the national/state industrial-occupational matrix.

OCCUPATIONAL STRUCTURE
MANPOWER PLANNING

Burkett, Lowell A. The Advisory Committee and Vocational Education. Washington, D.C.: American Vocational Association, 1969.

This report sets guidelines for establishing an effective advisory committee to work with the vocational education staff at the community level. Emphasizing the importance of making it clear that legislative and administrative matters are not within the province of such a committee, the author lists the specific kinds of functions that are most useful. Including occupational surveys that provide the school with up-to-date figures on local job needs and report on the job performance of the school's graduates, verification of course content to insure that the training is realistic and appropriate to the community needs, and support for proposal legislation.

COMMUNITY INTEREST

Burt, Samuel M. Industry and Vocational-Technical Education. New York: McGraw-Hill, 1967.

This book is described as the first comprehensive study examining industry-education cooperation and its effect on occupational training. Part I presents an overview of the field and illustrates the need for cooperation. Part II describes present cooperation in conducting manpower and skill needs surveys' developing curricula; counseling and recruiting students; and evaluating school programs. Legislation and organizations are reviewed in Part III. Specific sections deal with federal and state regulations, the structure of advisory committees, joint apprenticeship training bodies, and the functions of the industry programs coordinator and regional associations.

COMMUNITY INTEREST

Calhoun Area Vocational Education Center. 1973-74 Placement Study for Calhoun Area Vocational Education Center. Battle Creek, Michigan, 1974.

Follow-up study on placement of vocational education graduates of the Calhoun Area Vocational Education Center, Calhoun County Michigan.

PLACEMENT

Chaffee, Everett; Kelly, Robert E. A Work Experience Education and Employment Placement Program, A Guide. Los Angeles City Schools, California, 1960, p. 35.

This is a guide for job placement of students in part-time work experience programs supervised and coordinated by the school and giving course credit. The importance of the high school employment office is emphasized and standards for employment placement are given. Job descriptions are given for the following: supervisor of the work-experience section; the area work-experience coordinator; the placement interviewer. A bibliography gives references for further information on work experience programs.

PLACEMENT
COUNSELING

Committee for Economic Development. Education for the Urban Disadvantaged From Preschool to Employment. New York: CED, 1971.

This policy statement by the Committee for Economic Development suggests that improved education for the disadvantaged is the best hope for breaking the poverty cycle. The recommendations include preschooling for all children, providing a sense of community through the school, developing total instructional systems, accountability of the schools for their products, and equalization in distribution of school resources.

ADMINISTRATION

Committee for Economic Development. Training and Jobs for The Urban Poor. New York: CED, 1970.

This policy statement by the Committee for Economic Development Research and Policy Committee makes recommendations concerning improvements in manpower training and employment programs necessary to relieve poverty conditions in urban areas. These recommendations deal with improvements in remedial and job training programs, incentives for business participation, and federal funding for manpower development programs with state and local planning and administrative agencies.

Cowan, James F. and VanZant, John L. "Ventura County's Vocational Counseling," Occupational Outlook Quarterly, Spring, 1975.

A description of the Occupational information system devised by the Ventura County, California school system for providing job information to counselors and students. The system involves use of 1970 Census occupational data and a localized industrial-occupational matrix to provide estimates of future demand by occupation. Includes some examples of forms and procedures involved.

COUNSELING
LABOR MARKET INFORMATION

Davis, Dwight and Joe Borgen. Planning, Implementing and Evaluating Career Preparation Programs. Chicago: McKnight Publishing Co., 1974.

This publication presents strategies and techniques for collecting and analyzing information necessary for effective vocational education program planning. The manual presents methods of collecting information on student interests, career opportunities and labor market demand. The manual should be available to vocational education administrators as a primary reference.

STUDENT INTEREST
ADMINISTRATION

Duncan, Otis Dudley. "The Trend of Occupational Mobility in the United States," American Sociological Review, Vol. 30, 1965, p. 491-498.

This study of inter and intragenerational mobility compares data for 1962 with that for corresponding age groups from one, two, and three decades earlier. Recent data indicate more upward mobility into salaried, professional, and technical positions and less downward mobility into blue-collar and form occupations than was true in earlier decades. Thus, the data gives no cause for concern that the American occupational structure is providing fewer opportunities.

OCCUPATIONAL STRUCTURE

Education Commission of the States. "State Action-Vocational Education and Community Colleges," Compact, Vol. 4, No. 4, 1970, p. 18-27.

Most of this issue is concerned with vocational education. The article cited here is a valuable state-by-state summary of actions concerning vocational education and the community college. Content of individual sketches varies but includes such information as enrollment, expenditures, establishment of new institutions and programs, current studies, and future needs in the states.

PROGRAM DEVELOPMENT
ADMINISTRATION

Evans, Rupart N. Foundations of Vocational Education. Columbus, Ohio: Charles E. Merrill Publishing Co., 1971.

An excellent overview of the field of vocational education Foundations of Vocational Education discusses many aspects of interest to the vocational education planner from a historical and current perspective. Topics such as labor market analysis, student interest identification and funding of vocational education are presented in a clear and readable form. An excellent background reference which provides an excellent overview of issues and problems in vocational education.

ADMINISTRATION

Garagan, Venancio G. Relationships of Enrollments in Illinois Public Junior College Occupational Education Programs with Present and Future Manpower Needs. Unpublished dissertation, Illinois State University, 1973.

Actual enrollments assigned into five occupational education program clusters by district and by region were compared with the corresponding expected enrollments generated from present and future manpower needs. Chi square analysis was used in the computer data processing phase to test the following hypotheses: 1. The enrollments of the Illinois public junior college occupational education programs are related to present manpower needs by district. 2. The enrollments of the Illinois public junior college occupational education programs are related to present manpower needs by region. 3. The enrollments of the Illinois public junior college occupational education programs are related to future manpower needs by region.

The findings did not warrant the retention of any of the three hypotheses; hence the conclusion that the enrollments in Illinois public junior college occupational education programs are not related to present and future manpower needs.

ENROLLMENTS
JOB DEMAND

Henderson, John T. Program Planning with Surveys in Occupational Education. Washington, D.C.: American Association of Junior Colleges, 1970.

This handbook provides specific information on the use of surveys for the planning and development of occupational curricula in junior colleges. Sections outline methods and techniques for organizing and conducting surveys and include information on budgeting, staffing and the use of consultants. Other chapters deal with problems in manpower requirement studies, methods for evaluating the enrollment potential, and suggestions for effective evaluation and implementation of survey results. A reference table and bibliography are included.

OCCUPATIONAL SURVEYS
STUDENT INTEREST
PROGRAM DEVELOPMENT

High, Sidney C., Jr. and Hall, Linda. Bibliography on Career Education. Bureau of Occupational and Adult Education, (DHEW/OE). Washington, D.C., 1973., p. 104.

This bibliography is arranged in four sections: (1) Selected References on Career Education, 144 references dealing with the career education concept; (2) Journal Articles, 84 references dealing with the career education concept and some of its component parts; (3) Background References Related to Career Education, 706 references arranged in eleven categories; (4) Continuing Sources of Information, 7 references. There are 19 references in the section on placement and follow-up.

CAREER EDUCATION

Hodge, Robert W., Siegel, Paul M., Rossi, Peter H. "Occupational Prestige in the United States, 1925-63," American Journal of Sociology, Vol. 70, 1964, p. 286-302.

This paper reports changes in occupational prestige during the last four decades. In 1963 the authors conducted a replication of the 1947 National Opinion Research Corporation (NORC) study of prestige for 90 adult occupations. They found little evidence of major change in prestige and, correlating these findings with earlier studies, concluded that the structure of occupational prestige has been relatively stable since 1925. Certain occupations did exhibit increases in prestige, while culturally and politically oriented positions decreased. The authors conclude that a stable system of occupational prestige "provides a necessary foundation to which individuals may anchor their careers."

OCCUPATIONAL STRUCTURE

Hornberger, Robert. Finance Accounting for Michigan School Districts, Bulletin 1022. Michigan Department of Education, 1974, p. Section III and Appendix A.

This manual provides the new system of accounting for the state of Michigan. It follows the recommended changes from the federal accounting system and adds a great deal of new information including in depth description of accounts and a discussion on management information systems in education.

FINANCE

Hunter, Laurence and Graham Reid. Urban Worker Mobility. Paris: Organization for Economic Co-operation and Development, 1968.

Very theoretical, but contains good definitions of labor mobility; inter-occupational, inter-industrial, and geographical mobility; the role of mobility in theory and the role of commuting.

OCCUPATIONAL STRUCTURE

Institute for Local Self Government. Community College Programs for Public Service Occupations. Berkeley, California, ILSG, 1969.

This report supplies guidelines for focusing community college vocational-technical programs on a previously unmined field of job opportunitites - staffing of local governments. The institute surveyed approximately 85 percent of California community colleges and over 30 local government agencies. Among the specific job areas for which the report correlates curriculum guidelines with job specifications are inspection services, civil engineering, accounting, library services, recreation, planning, and government supervision and management. This is a good illustration of one method of making community education relevant to student and societal needs.

PROGRAM DEVELOPMENT

Jaffe, A.J. Handbook of Statistical Procedures for Long-Range Projections of Public School Enrollments. Washington, D.C.: U.S. Government Printing Office, 1969.

This handbook presents detailed procedures to be followed in making local school enrollment projections. Several methodologies are presented, the advantages and disadvantages of each discussed and examples of how each has worked in practice are analyzed. The manual is concise, clearly written, and would be an excellent resource for officials connected with schools. Unfortunately the manual is currently out of print.

ENROLLMENTS

Kandel, Denise B. and Lesser, Gerald S. "Parental and Peer Influences on Educational Plans of Adolescents," American Sociological Review, Vol. 34, 1969, p. 213-223

In this study the authors report that agreement on educational goals is higher with the mother than with the best friend at school. While agreement with the friend increases with greater intimacy, agreement with the mother remains at the same level irrespective of the adolescent's closeness to his parents. These findings are interpreted as a contradiction to the notion of a separate adolescent subculture isolated from parental influence.

STUDENT INTEREST

Kriz, Paul J. Management of Educational Expenditures Through Goal/Objective Analysis, Dissertation - Michigan State University, 1976, p. 1-160.

This dissertation provides a background into some of the problems associated with goal and objective analysis as it related to finances.

FINANCE

Lawson, Roger S. Perspectives on the Development of a Comprehensive Labor Market Information System for Michigan, Upjohn Institute, 1973.

A guide to data requirements, possible data sources and potential users of a statewide Labor Market Information system. Details present efforts and the extent to which they meet requirements and reviews experimental and proposed projects for the system.

LABOR MARKET INFORMATION

Little, J. Kenneth. Review and Synthesis of Research on the Placement and Follow-Up of Vocational Education Students. Center for Vocational and Technical Education, Ohio State University, Columbus Ohio, 1970, p.54.

This publication includes a 101 item bibliography of titles published between 1957 and 1969 most of which (80) are coded to citations in the review. The author found that the follow-up studies reviewed were of three types: (1) administrative reports; (2) comparative studies; (3) benefit-cost studies. He finds basic weaknesses from a research point of view in (1) weak design and (2) inadequate statistical treatment. He states that the studies provide much information but little knowledge. He states that the search for studies dealing specifically with placement activities was practically fruitless. "Placement is typically viewed as a separate activity from the educational program. Few secondary schools conceive job placement as a built-in function."

PLACEMENT

Little, J. Kenneth. "The Occupations of Non-College Youth," American Educational Research Journal, Vol. 4, 1967, p. 147-153

This study reports on the occupational attainments of Wisconsin high school graduates seven years after their 1957 graduation. It was found that high school performance did not have a high relationship to the level of occupational attainment, and even among college-going students, the low achievers often attained occupations equivalent to higher-ranking classmates.

OCCUPATIONAL STRUCTURE

Mangum, Garth. Manpower Planning for Local Labor Markets. Salt Lake City, Utah, Salt Lake City's Olympus Publishing Co.

This text contains a broad overview of the recent history and national trends in the use and administration of local manpower planning. Emphasis is on structure and administrative technique rather than data collection; includes proposed or models structures for local manpower agencies and relationships inherent under CETA sponsorship. The planning process described includes structure and manpower service delivery as well as planning itself.

LABOR MARKET INFORMATION
MANPOWER PLANNING

Masaki, Herman. A Technique for Projecting Pupil Enrollments in Underdeveloped and Changing Areas by Utilizing Federal Census Data. Unpublished dissertation Ohio State University, 1974.

The purpose of this study was to investigate a method of increasing the accuracy of saturation enrollment projections. The analytical method selected for this study, multiple regression, developed as a systematic follow-up of prior research related to predicting the number of children from dwelling units. The research covered: (1) developing regression equations, and (2) analyzing and verifying the regression equations.

ENROLLMENT

Mass, Jerome. "Vocational, Technical, and Practical Arts Education," Review of Educational Research. Vol. 38, No. 4, 1968.

This issue reviews and evaluates selected major efforts in the fields of vocational, technical, and practical arts education since 1962. The report is divided into problem areas including manpower supply and demand; career development; curriculum and instruction; and organization staffing and evaluation of programs. Each area is followed by a bibliography of research reports.

ADMINISTRATION

McMurrin, Sterling M. (Ed) Functional Education for Disadvantaged Youth. New York: CED, 1971.

This volume contains four papers focusing on the participation of education, business, and industry in providing the disadvantaged student with an education relevant to his life. The first paper defines the concept of functional education and suggests curricular change necessary for its implementation. The second discusses the role of the public school in preparing youth for employment. The author suggests operational principles for vocational education programs and elaborates a system of employment education in the ghetto from elementary school through the post-secondary level. The third paper suggests seven strategies for success in vocational programs and presents two exemplary case studies. The final paper deals with education and urban youth from the perspective of manpower development.

ADMINISTRATION

Morton, J.E. Handbook for Community Manpower Surveys. Upjohn Institute for Employment Research. Washington, D.C., 1972, p. 120.

The contents of this handbook cover survey work preceding the fieldwork phase, work taking place during the fieldwork phase, and the post-fieldwork phase. Discussion includes: (1) concepts, terms, and definitions conventionally employed in manpower analysis; (2) the information to be obtained in a survey; (3) the selection of the appropriate type of survey; (4) selection of the data collection instrument; (5) elements of the sampling method; and (6) data processing and evaluation of survey accuracy. There are numerous examples and several samples of data collection instruments.

LABOR MARKET INFORMATION

Morton, J.E. Upjohn Institute, On Manpower Forecasting, Upjohn Institute, 1968.

History and description of methods used for projecting and researching manpower information. Work includes mathematical explanations of regression techniques, simple econometric relationships and models and other methods of statistical analysis, as well as a description of sampling techniques. Does not include specific local survey techniques or specific techniques for manpower demand forecasting at the local level.

LABOR MARKET INFORMATION

Nowrasteh, Daryush M. "Planning and Management Systems for State Programs of Vocational and Technical Education: An Application of Research," Wisconsin Board of Vocational, Technical and Adult Education, the Center for Vocational and Technical Education, The Ohio State University, Columbus, Ohio, November 1971, ERIC Document Number ED 059 353, p. 3-38.

This study provides an excellent definition of terms common to management systems as they related to vocational education.

MANAGEMENT SYSTEMS

Office of Statistical Standards, Bureau of Budget. Standard Metropolitan Statistical Areas. Washington, D.C.: U.S. Government Printing Office, 1967.

Concise description of history of establishment of SMSA concept. Includes criteria for designation, titles and definitions, lists of SMSA's.

LABOR MARKET AREAS

Osso, Nicholas A. Characteristics of Students and Staff, 1972. Washington, D.C. HEW, 1974.

This report provides a wealth of information concerning characteristics of vocational education students and teachers. The material is primarily quantitative census type material, with little evaluation of the information presented. The report provides no information concerning local or state-wide areas so any conclusions drawn must come from the national composite.

ADMINISTRATION

Podolski, E. "Michigan Commuting Patterns," Michigan Manpower Quarterly Review, Vol. 4, 2nd series, 1973, p. 12-17.

Gives good description of the determination of labor market areas, by commuting patterns, along with definitions. Includes tables showing commuting patterns in all Michigan counties.

INFORMATION
LABOR MARKET AREA

Princeton Manpower Symposium. The Transition From School to Work. Princeton, New Jersey: Industrial Relations Section, Princeton University, 1968.

The discussion at this symposium was the recognition of the changes that must be made in the American system of education to cope with the problems that one-third of today's youth are encountering in the job market. Some of the obstacles identified were the shrinking proportion of low skill entry jobs, the increasing reluctance of young people to take such jobs, residence and transportated business, and a nationwide failure to place high priority on efforts to cope with the problem. One difficulty cited was the inadequacy of job-counseling programs in the schools in the light of evidence that 8 out of 10 high school dropouts have never received counseling on job-training or opportunities. Participants expressed support for the potential of cooperative education. They also advocated try-out periods of employment during the school year, so that work experience would become an part of school preparation for career development. The conference also explored what industry and government can do to train disadvantage youth to be adequately qualified employees.

LABOR FORCE ENTRY
PLACEMENT COUNSELING

Riendeau, Albert J. The Role of the Advisory Committee in Occupational Education in the Junior College. Washington, D.C.: American Association of Junior Colleges,1967.

This monograph presents a detailed description of the role of the advisory committee in occupational education in the junior college. The author stresses the need for advice of outside industry personnel in the development of vocationally oriented programs. Chapters deal with the structure, function, and organization of advisory committees. Further sections outline procedures for conducting committee meetings, implementing recommendations, and evaluating effectiveness. Samples of letters of invitation, appointment, and appreciation are reproduced in the Appendix along with examples of agendas, minutes, and committee handbooks.

COMMUNITY INTEREST

Roberts, Charles T., and Allan R. Lichtenberger. Financial Accounting Classification and Standard Terminology for Local and State School Systems. DHEW Publication No. (OE) 73-11800, 1973, p. 12-29 & 115-144

This is the national accounting code reference publication. It provides guidelines for the nation in accounting definition and numbering.

FINANCE

Roe, Anne. The Psychology of Occupations. New York: John Wiley, 1956.

This book provided one of the first systematic analyses of occupations and how they differ. With this work the author dramatizes the importance of compatible career choice in contributing to the satisfaction and total psychology of adult life.

OCCUPATIONAL STRUCTURE
COUNSELING

Roemmich, Roger Allan. Statistical Analysis of Alternative Cost Accounting Methods, unpublished dissertation - Michigan State University, 1975, p.32-47.

This dissertation provides a background and specific research in cost accounting. Definitions of four basic types of accounting are gone into at depth. Comparisons are made between the types and recommendations are made on the feasibility of using one system over another.

FINANCE

Sacramento County Office of Education. Field Test of a Computer Based Manpower Projection System: A Job Market Analysis for Vocational Education. August 1973, p. 142.

This project was designed to teach vocational educators to use data analysis and research techniques in order to make sounder planning decisions concerning vocational education. Each school's vocational program was evaluated on the basis of: job market analysis, job performance, student recruitment and guidance, vocational instruction, and job placement. As a result of this study it is recommended that increased attention be given to in-service training in research techniques for vocational planners in Sacramento County.

LABOR MARKET INFORMATION
JOB DEMAND

Scott, Robert E., James L. Harris, R.B. Daniels, Wilber Rawson, and others, "Kansas Manpower Utilization System for Training, Vol. I and II," Kansas State Department of Education Division of Vocational Education and Kansas State University College of Education Department of Adult and Occupational Education, August, 1973, ERIC Document No. 102 401, p. 1-555.

This was a large study done in Kansas on vocational decision making. The study was done by a large number of vocational educators who individually contributed a section which they had expertise in. This study was one of the largest and most exhaustive done on vocational decision-making.

ADMINISTRATION
MANAGEMENT SYSTEMS

Slemnock, Suzanne K. School Staffing Ratios: Guidelines in Literature, Statute, and Local Policy. Washington, D.C.: National Education Association, 1972.

A report which considers the competence required of vocational teachers as well as the related critical decisions of identifying sources of teachers and recruitment techniques. Author contents that little attention has been given to identification of teacher competencies in job openings and recruitment are being a teacher that possesses those identified job competencies.

Strong, Merle E. ed. Developing the Nation's Work Force, American Vocational Association, Washington, D.C. 1975.

This is the fifth yearbook of the American Vocational Association and contains 23 articles by authors outstanding in their fields. Of special interest to vocational planners are articles on: secondary vocational and technical education, current trends is postsecondary vocational education, goals and roles of vocational education, manpower training and apprenticeships and employment training for special groups.

ADMINISTRATION

Super, Donald E. "Consistency and Wisdom of Vocational Preference as Indices on Vocational Maturity in the Ninth Grade," Journal of Educational Psychology, Vol. 52, (1961) p. 35-43.

Consistency and realism of vocational goals are often used as an indication of the need for on effectiveness of counseling. This study explored the nature of consistency and realism among ninth grade boys. The author concludes that ideas of the working world are too poorly formed at this grade level to lay great store in the relative level of consistency or realism.

STUDENT INTEREST
COUNSELING

Swanson, Gordon I. The Preparation of Teachers for Vocational Education. Flagstaff, Arizona: Project Baseline, Northern Arizona University, September, 1974.

This report examines the issues, problems, successes, and weaknesses facing those involved in the delivery of vocational education.

It identifies the weaknesses of the data base for vocational education. The report describes the process of professional development; outlines present operating programs and discusses the flexing standards of certification and accreditation.

TEACHING REQUIREMENTS

U.S. Bureau of Census, Census of Population. 1970 State Economic Areas. Washington, D.C.: U.S. Government Printing Office, 1972.

Gives 13 different breakdowns of census data, along with appendices explaining: (1) area classifications, (2) definitions and explanations of subject characteristics, (3) accuracy of data, and (4) publication and computer summary tape program.

LABOR MARKET AREAS

U.S. Dept. of Labor, Apprenticeship Training in the 1970's, Manpower Administration, 1973.

18 conference papers, with discussion of the papers and post-conference discussions. The papers discuss various aspects of apprenticeship training and include recommendations on: better financing of apprenticeship programs, ways and means to improve quality of training, apprenticeship and minorities, data requirements for developing Model Training Systems.

APPRENTICESHIPS

U.S. Water Resources Council. 1972 OBERS Projections, Regional Economic Activity in the U.S., Series E Population. Washington, D.C.: U.S. Government Printing Office, 1974.

Gives good description as to how economic areas of the nation were arrived at, designed; and the role commuting plays in the designation of these areas.

LABOR MARKET AREAS

Venn, Grant. Man, Education, and Work: Postsecondary Vocational and Technical Education. Washington, D.C.: American Council on Education, 1964.

Examines current relationship of education to work and the responsibilities of higher education in those occupational areas that are not well served by traditional academic disciplines. Venn traces the impact of the technological revolution and states well the urgent need for effective vocational education. He goes on to outline beneficial developments in secondary education, in business and other noneducational enterprises, and in federal legislature support.

ADMINISTRATION

Wagner, John F. and Wood, Terry R. Report on Placement and Follow-up Literature Search. Duval County School Board, Jacksonville, Florida, 1974, p. 60.

This report was prepared in response to legislation for the State of Florida requiring each district school board to "establish and maintain job placement and follow-up services for all students graduating or leaving the public school system, including area vocational technical centers." The report is in six sections: (1) Introduction; (2) Generalizations regarding a comprehensive placement and follow-up program; (3) Justification for generalizations regarding a comprehensive placement and follow-up program; (4) Abstracts of placement and follow-up programs; (5) Bibliography; (6) Directory of individuals involved in placement and follow-up endeavors; (7) Review panel members. The bibliography includes 67 titles of publications between 1965 and 1973 of which 12 appear as citations in the report.

PLACEMENT

Wenrich, Ralph and J. William Wenrich, Leadership in Administration of Vocational and Technical Education, Charles E. Merrill Co., Columbus, 1974.

A basic administrator's text for vocational and technical education, this volume contains specific chapters on: organization, administrative structures, curriculum, program planning, physical and fiscal planning and evaluation and research.

ADMINISTRATION

Wolfbein, Seymour L. Occupational Information: A Career Guidance View. New York: Random House, 1968.

Wolfbein addresses himself to three major developments that he contends should be a part of the basic knowledge of teaching and counseling personnel: (1) the increase in school enrollments and its effects on the guidance process (2) the resultant importance of making specific occupational information available to counseling personnel, and (3) the wealth of material relevant to the work environment now available. He concludes by stressing the need for flexibility and adaptability in each person's education and in the educational process itself. The author also urges recognition of the shortage of skilled craftsmen and the use of fiscal and monetary policy to maintain high employment.

COUNSELING
OCCUPATIONAL STRUCTURE

Young, Anne M. "Employment of School-Age Youth," Monthly Labor Review, Vol. 93, No. 9, 1970, p. 4-11.

This special labor force report presents an analysis of trends in youth employment in the last decade. Findings indicate an increase in the labor-force participation of secondary and college students and a simultaneous increase in school attendance at both levels. The author discusses changes in occupational distribution among students and non-students and reports that students hold a greater proportion of white-collar jobs. Unemployment rates were high for students, though periods of unemployment were relatively short. The high rate reflects students' limited experience and availability and the unstructured school-to-work pattern. This is the eleventh of an annual series of similar reports based on the October Current Population Survey of the Census Bureau.

LABOR FORCE ENTRY
PLACEMENT

Zytowski, Donald G. (Ed) Vocational Behavior: Readings in Theory and Research. New York: Holt,Rinehart and Winston, 1968.

This collection of papers offers a useful and comprehensive overview of recent theory and research in the field of vocational behavior. Emphasizing articles published since 1957, the author has drawn from industrial and personnel psychology and also sociology and social psychology. The collection begins with material on the nature and meaning of work, considers next the perceptual qualities and structure of work, and then examines such factors as maturation, choice, satisfaction, and adjustment. The development character of vocational education is presented, and the differing theories of occupational determinants are given along with evidence for each. In the choice of papers and excerpts the editor attempts to demonstrate "that vocational role determinants are also the determinants of satisfaction and performance."

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KEY WORD LISTING

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Brandon, George L. "Vocational and Technical Education."

Committee for Economic Development. Education for the Urban Disadvantaged from Preschool to Employement.

Committee for Economic Development. Training and Jobs for the Urban Poor.

Davis, Dwight and Joe Borgen. Planning, Implementing and Evaluating Career Preparation Programs.

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